

**Transaction:** PT\_BAL00

**Variant:** 00\_PP\_HOURS

**Title:** Not Enough Hours Keyed for PP

**Description:** Used to report on the employees with no hours keyed for the current pay period. This message is created from Time Evaluation. The report will display a list of employees that do not have time keyed. Positive time employees will be listed with a description of No Time Recorded and Exception Time employees will be listed with a description of Switch Time Card Required.

**Get Variant:** Select the Evaluated Time variant by clicking on the get variant button from the menu bar. This variant will default the selection dates to the current pay period and include certain time wage types relevant to this report.



**Execute Report:** Enter the cost center or personnel number(s) if applicable, select execute. If no selection criterion is entered, the report will take some time to run.

### Cumulated Time Evaluation Results: Time Balances/Wage Types

Further selections

Search helps

Sort order

Org. structure

**Payroll period**

Payroll area

SM

 from 03/16/2011 To 03/31/2011

☒ Current period 7 2011

☐ Other period

Period

**Selection**

Personnel Number

Cost center

**Selection Conditions**

☐ Day balances

☐ Cumulated balances

☒ Time wage types 2095

to

to

to

**Value limits (hours) for time/wage types**

☐ Take account of value limits (hours)

**Data format**

Layout /HOURS\_PP

**Cumulated Time Evaluation Results: Time Balances/Wage Types**

Data select. period 03/16/2011 - 03/31/2011

Pers.No.	Employee/Apl.Name	Cost Center	Period	Current Date	WT	Wage Type Long Text	No.
1648xx	John A Smith	1000500000	201103	03/31/2011	2097	Switch Time Card Required	1.00
1880xx	John B Smith	1000500000	201103	03/31/2011	2097	No Time Recorded	1.00
							<b>= 2.00</b>

Pers.No.	Employee/Appl.Name	Cost Center	Period	Current Date	WT	Wage Type Long Text	Σ No
1648xx	John A Smith	1000500000	201103	03/31/2011	2097	Switch Time Card Required	1.00
1880xx	John B Smith	1000500000	201103	03/31/2011	2097	No Time Recorded	1.00
							<b>Σ 2.00</b>